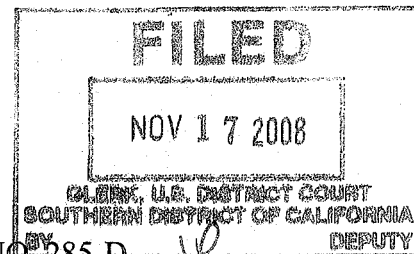


UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA




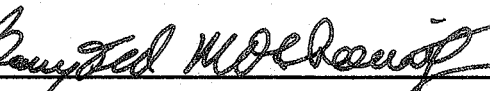
In the matter of Management Plan for )  
Court Reporting and Recording )  
Services )  
\_\_\_\_\_ )


GENERAL ORDER NO. 285-D  
285 D

The attached Management Plan for Court Reporting and Recording Services is hereby approved  
and adopted by this Court.


DATED: November 17, 2008


  
IRMA E. GONZALEZ, Chief Judge  
United States District Court

  
BARRY TED MOSKOWITZ, Judge  
United States District Judge

  
THOMAS J. WHELAN, Judge  
United States District Judge


  
LARRY ALAN BURNS, Judge  
United States District Judge

  
WILLIAM Q. HAYES, Judge  
United States District Judge

  
ROGER T. BENITEZ, Judge  
United States District Judge

OUT OF DISTRICT


MARILYN L. HUFF, Judge  
United States District Judge


  
JEFFREY T. MILLER, Judge  
United States District Judge


  
M. JAMES LORENZ, Judge  
United States District Judge

OUT OF DISTRICT

DANA M. SABRAW, Judge  
United States District Judge

  
JOHN A. HOUSTON, Judge  
United States District Judge

  
JANIS L. SAMMARTINO, Judge  
United States District Judge

  
MICHAEL M. ANELLO, Judge  
United States District Judge

MANAGEMENT PLAN FOR COURT REPORTING  
AND RECORDING SERVICES

For the United States District Court  
Southern District of California

Adopted by the District Court on: November 17, 2008

Adopted by the Ninth Circuit Judicial Council on: February 19, 2009

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United States District Court  
Southern District of California

MANAGEMENT PLAN FOR COURT REPORTING  
AND RECORDING SERVICES

I.

Adoption of Plan By Court

This plan for the effective utilization of court reporters/recorders in the Southern District of California has been adopted by this court subject to final approval by the Ninth Circuit Judicial Council.

II.

Applicability of Plan

This plan is applicable to all court reporters/recorders employed by the Court.

III.

Supervision of Court Reporters/Recorders

The Chief Judge of the district court is responsible for the effective management of court reporting and recording services and for the timely and accurate production of transcripts by the court reporters and transcription firms under the Court's supervision. The Chief Judge delegates responsibility to the Clerk of Court who may designate a Court Reporter Supervisor whose duties and responsibilities shall include, but are not necessarily limited to, the following:

1. Assignment and reassignment of court reporters/recorders for the purpose of distributing fairly and equitably the workload of all court reporters/recorders, minimizing travel and assuring the lowest overall cost to the government.
2. Supervising the relationship between parties and court reporters/recorders.
3. Monitoring all transcript/tape orders.
4. Periodically reviewing transcripts on a random basis to assure full compliance with format requirements of the Administrative Office of the United States Courts and the Judicial Conference of the United States.
5. Periodically reviewing transcript billings, on a random basis, to assure the authorized transcript rates are charged and that billing is in proper form. (See Appendix A for rates and Appendix B for information required to be included on all billings.)

6. Periodically determining compliance by all court reporters with the provisions of 28 U.S.C. 753 concerning (a) the recording, certifying, and filing of the recordings of all criminal arraignments, pleas, and proceedings in connection with the imposition of sentence; and (b) the delivery to the Clerk for the records of the court a certified copy of any transcript made for any party.

7. Periodically reviewing the time records of the court reporters/recorders to assure proper maintenance and accuracy.

8. Periodically reviewing the records of the court reporters/recorders to assure timely filing of all reports required by the Administrative Office of the United States Courts and the Judicial Conference of the United States.

9. Acting as liaison to the Court of Appeals as to matters pertinent to court reporters/recorders and transcript production.

10. Performing such other duties relating to court reporting/recording services as shall be directed by the Court.

11. Providing the Clerk all necessary information relating to the duties set forth above.

12. Meeting with all court reporters at the time of separation to ensure that (a) all notes and recordings have been filed in accordance with 28 U.S.C. 753 and with section XV of this Plan; (b) the court reporters understand their responsibility for preparing any transcripts currently ordered but not yet filed or which might be ordered after separation and properly execute a certification in this regard. (See Appendix E for certification form.)

All duties herein not specifically assigned to the Clerk of Court shall be deemed to be the responsibility of the Court Reporter Supervisor.

#### IV.

##### Employment of Reporters

Court reporters, though assigned to a particular judge, serve the Court en banc. Funding for positions is based on the number of judges authorized official court reporters. Upon the death, resignation, or retirement of an individual judge, reporters shall continue to serve other active judges, senior judges and magistrate judges as long as funding for that authorized position is provided by the Administrative Office of the U.S. Courts. Pursuant to Judicial Conference Policy, in the event the need for reporter services should diminish by reason of the utilization of electronic sound recording system, necessitating the reduction in court reporter staffing, funding for the court reporter position will be discontinued one year from the date of election to use the electronic sound recording system.

Court reporters shall be appointed in accordance with the provisions of 28 U.S.C. 753 and the policies and procedures of the Administrative Office of the United States Courts and the Judicial Conference of the United States. Only fully qualified court reporters pursuant to 28 U.S.C. 753 shall be appointed. Pursuant to Judicial Conference policy, all initial appointments shall be on a probationary basis for a period of one year. Court reporters who do not perform in a competent and satisfactory manner or do not comply with requirements of this Plan shall be subject to dismissal.

Whenever a court reporter is separated (resigns, retires or is dismissed), he or she will be required to meet with the Court Reporter Supervisor and execute a certification form (Appendix E) regarding his/her responsibilities for the (a) filing of all official notes and tape recordings; (b) preparation of all transcripts which are currently ordered but not yet filed or which might be ordered after separation.

This District is presently authorized thirteen judgeships. Each judge is entitled to choose between a court reporter and a court recorder.

Coverage of senior and visiting judges and magistrate judges is accomplished first by official court reporters/recorders, then by contract reporters.

## V.

### Assignment of Reporters/Recorders

In order to assure an equitable distribution of work among court reporters and recorders and to ensure the court's reporting service needs are met, court reporters serve the Court en banc. Court reporters/recorders shall be primarily assigned to an individual judge, but subject to temporary reassignment to other judges or magistrate judges in whatever manner meets the needs of the Court en banc and the goal of equitable work distribution. Court reporters/recorders must notify their assigned judge before seeking a permanent reassignment or applying for a court reporter position with another judge.

Whether a court reporter or recorder is available to cover proceedings for judicial officers other than the judge to whom he/she is primarily assigned depends on the extent of his/her other commitments on actual in-court/chambers services. Transcript preparation requirements may be considered, but do not in themselves free court reporters from their responsibilities to record proceedings for judges, senior judges or magistrate judges.

## VI.

### Hours of Employment

As employees of the Clerk's Office, court reporters/recorders are placed on an 8-hour-per-day "regular tour of duty" effective January 1, 1990, and are permitted to earn annual and sick leave pursuant to the Leave Act, 5 U.S.C. 6301, et seq. Court reporters/recorders may participate in the Clerk's Office Telework Program with the consent of the Clerk, supervisor, and their assigned judge.

## VII.

### Freelance Reporting

Court reporters placed under the Leave Act are not permitted to perform any private (freelance) work of any kind during their regular tours of duty.

## VIII.

### Reporting Services to United States Magistrate Judges

Proceedings conducted before a United States magistrate judge are recorded by electronic sound recording. United States magistrate judges may request a court recorder or reporter for trials or other special proceedings.

## IX.

### Contract/Freelance Court Reporters

Contract/freelance court reporters may be utilized only when all official court reporters/recorders are occupied in court reporting proceedings pursuant to the policies of the Judicial Conference of the United States.

Contract/freelance court reporters may be utilized in the place of official court reporters/recorders on authorized leave pursuant to the terms of the Leave Act when no official court reporter/recorder is available to replace the court reporter/recorder on such leave.

Pursuant to Judicial Conference Policy, a contractor performing duties in a court that would otherwise be performed by a government employee must undergo the same background check or investigation as an employee in a similar position. Contract/freelance reporters must undergo a criminal background investigation in order to cover official court proceedings. (JCUS SEP 02; Guide to Judiciary Policies and Procedures, Volume 1, Chapter X.)



Contract/freelance court reporters will not be paid by the court when official reporters are relieved of their courtroom duties to work on transcript backlogs. Costs associated with such contract/freelance reporting services shall be paid by the official court reporter so relieved.

Travel of contract/freelance court reporters within the district shall be limited to those occasions when no official court reporter/recorder is available to travel to the location requiring reporting services and when such use of a contract/freelance court reporter would be less costly to the government overall than utilizing an official court reporter/recorder in travel status.

## X.

### Hourly/Daily Transcript

Production of hourly or daily transcripts will not be subsidized by the court. If extra court reporters are required to produce hourly or daily transcripts, the cost of such court reporters shall be paid by the official court reporter. This provision does not prohibit other official court reporters from assisting in producing such transcripts if there are no other proceedings to report and when no transcript backlog will result for the court reporter(s) providing assistance.

## XI.

### Ordering of Transcripts and Tapes

All requests for transcripts and/or tapes must be in writing. The court reporter/recorder shall provide the supervisor a copy of all transcript orders. Designations of Record filed in connection with appeals shall be forwarded to the court reporter within one day of receipt by the Appeals Deputy.

Upon receipt of the order, the court reporter/recorder shall promptly advise the ordering party of:

1. the estimated transcription fees and
2. the method to be followed for finalizing the transcript order:
  - a. deposit of the estimated fees with the court reporter/recorder; or
  - b. in indigent criminal cases, submission of a properly completed and signed CJA-24 form authorizing payment of transcription fees under the Criminal Justice Act; or
  - c. in indigent civil cases, a properly-approved order to proceed in forma pauperis. (See Appendix B for billing procedure.)

Upon receipt of a properly completed request with payment, CJA-24 form, or forma pauperis order, the court reporter/recorder shall:

1. record the date, on transcript request, as the date the order was finalized;

(Note: This finalization of order date shall constitute the “date of order” for purposes of determining the court reporter’s/transcriber’s compliance with time schedules and various transcription rates.)

2. record transcript request and date of finalization of order on Quarterly Transcript Order Ledger; and

3. proceed with preparation of transcript.

In the event suitable arrangements for payment of transcription fees are not made in cases on appeal, the court reporter shall notify the Court Reporter Supervisor and the Court of Appeals. The court reporter need not commence preparation of the transcript until suitable arrangements for payment have been made.

All provisions of Article VI, “Duties of the Court Reporter,” to the Procedures for Preparation of Appellate Transcripts in the Ninth Circuit are incorporated herewith.

## XII.

### Fees for Transcripts of Official Proceedings

1. All transcripts shall be produced in the format required by the Judicial Conference of the United States.

2. The rates charged for transcripts produced by court reporters must conform to the current transcript fees adopted by General Order. (See Appendix A for rates.)

3. A schedule of the prescribed fees shall be posted in a prominent location in the Office of the Clerk.

4. Each court reporter shall maintain a permanent copy of each billing for official transcripts, making said copies available to the Clerk for inspection upon request. (See Appendix B for information required to be included on all billings.) The term “official transcript” shall be deemed to be any transcript of any proceeding before a judge or magistrate judge of this court, whether conducted in chambers or in open court, and regardless of the reason the transcript may be produced.

5. Each court reporter/transcriber is required to certify on each invoice that the fees charged and page format used conform to the regulations of the Judicial Conference of the United States.

6. For transcripts in non-appellate cases, the full price may be charged only if the transcript is delivered within the required time frame. For example, if an expedited transcript is not delivered within seven (7) calendar days, payment would be at the ordinary rate. For transcripts not delivered within thirty (30) calendar days, payment would be reduced to 90% of the ordinary rate. (See Appendix C for computation of transcript delivery rates.)

7. For transcripts in cases on appeal, the full price may be charged only if the transcript is delivered within thirty (30) days or within such other time as may be prescribed by the Court of Appeals. (See Appendix C for computation of transcript delivery dates.) Reduced rates for late delivery are as follows:

(a) Ninety (90%) percent for transcripts delivered between 31 to 60 days;

(b) Eighty (80%) percent for transcripts delivered after 60 days.

No fee may be charged which would be higher than the fee corresponding to the actual delivery time.

In the case of a transcript which is subject to FRAP 11(b), the reduction in fee may be waived by the Clerk of the Court of Appeals for good cause shown.

Nothing contained herein should be construed as sanctioning untimely delivery, nor should this provision be considered the only penalty which can be imposed by the court or Circuit Council on habitual offenders.

### XIII.

#### C.J.A. Transcripts

1. Transcripts prepared under the Criminal Justice Act are billed on a CJA-24 form.

2. The routine apportionment of accelerated transcript costs among parties in criminal cases is prohibited.

3. In multi-defendant cases involving CJA defendants, the regular per-page rate in effect for government requests may be charged for the transcript provided to the first in forma pauperis appellant only. Pursuant to authorization issued August 22, 1989, the per-page transcript fee for additional in forma pauperis appellants shall be as set by the court. A separate form must be utilized for each defendant.

4. The Clerk may verify receipt of the transcript on the CJA-24 form on behalf of persons proceeding pro-se. In rare circumstances, the Clerk may verify receipt of the transcript on behalf of CJA parties if the reporter has provided evidence that the transcript was delivered to the attorney or party, and the transcript was delivered to the Clerk for filing. This authorization is not intended to replace the standard requirement that CJA attorneys certify receipt of the transcript on the CJA-24 form.

### XIV.

#### Time Limits for Delivery of Transcripts

Pursuant to 28 U.S.C. 753(b), and Judicial Conference Policy, all transcripts of official proceedings shall be delivered to the ordering party and filed with the Clerk of the District Court within

the time limits prescribed. The transcript copy shall be delivered to the Clerk of the District Court concurrently but not later than three working days after delivery to the requesting party.

Original transcripts ordered by judicial officers shall be provided to the judicial officer within the time prescribed by the order.

Neither the schedule for completion of a transcript in a case on appeal nor for a transcript of proceedings requested by a judicial officer shall be modified except by the Clerk of the Court of Appeals in cases involving appeal transcripts or the judicial officer requesting the transcript.

## XV.

### Filing of Stenographic/Shorthand Notes & Electronic Recordings

1. The stenographic/shorthand notes prepared by official court reporters shall be turned over to the Clerk of Court within ninety (90) days after the conclusion of the proceeding for filing and disposition in accordance with 28 U.S.C. 753(b). (See Appendix D and E.)

2. Pursuant to the provisions of 28 U.S.C. 753, court reporters must transcribe and certify all arraignments, pleas, and proceedings in connection with the imposition of sentence in criminal cases unless they have been recorded by electronic sound recording and such recording has been certified and is maintained in the office of the Clerk of Court. Court reporters shall file a transcript of all such proceedings within thirty (30) days of their occurrence unless an electronic recording was made of the proceedings. In the event an electronic recording was made, the court reporter/recorder shall certify the recording and file same with the Clerk of Court. (See Appendix D.)

## XVI.

### Reports Required to be Filed

At regular intervals as specified by the Court Reporter Supervisor, each court reporter/recorder may be asked to file with the Court Reporter Supervisor an attendance report which details the amount of time that court reporter/recorder actually served in court, together with a detailed report describing any transcript backlog which may exist at the time of filing the report.

## XVII.

### Reports Required to be Filed with the Court Reporting Section of the Administrative Office of the U.S. Courts

1. The following reports shall be prepared by each official court reporter according to the schedule below:

a. The report of Attendance and Transcripts of the United States Court Reporters (AO-40A), shall be prepared quarterly and reviewed and signed by a supervising officer. A report for each calendar quarter shall be submitted to the Court Reporting Section, Administrative Office of the United States Courts, Washington, D.C. 20544, so that it reaches the office within twenty (20) days after the end of the quarter. A copy of this report shall also be filed with the Court Reporter Supervisor.

b. The Statement of Earnings of the United States Court Reporters (AO-40B) shall be prepared annually by all official court reporters. This report shall be mailed to the Court Reporting Section, Administrative Office of the United States Courts, Washington, D.C. 20544, within sixty (60) days after the end of the calendar year. A copy of this report shall also be filed with the Court Reporter Supervisor.

## XVIII.

### Substitute Court Reporters

In the event it is determined that a court reporter has overdue transcript(s), said court reporter may be required to hire and pay substitute reporter(s) until such time as the overdue transcripts have been prepared. The reporter shall have the responsibility for the transcript production of any substitute court reporter(s) so hired. Substitute court reporters must undergo a criminal background investigation in order to cover official court proceedings.

## XIX.

### Records to be Maintained by Court Reporters

In order to permit the routine audit and inspection of records, official court reporters must maintain accurate, legible, and up-to-date records of their expenses, attendance in court, transcript orders, and invoices. Such records may be maintained on forms prescribed by the Judicial Conference of the United States, including:

1. AO-37, Expense Ledger
2. AO-38 Attendance Ledger
3. AO-39, Transcript Order/Collections Ledger
4. AO-44, Invoice

## XX.

### Leave Policies

Upon assignment to a regular tour of duty, official court reporters shall accrue annual and sick leave pursuant to the provisions of the Leave Act of the United States, 5 U.S.C. 6301.

Leave records for official court reporters shall be maintained by the Clerk of the Court in the same manner as those of deputy clerks. All requests for leave shall be submitted on form SF-71, Application for Leave, and must be approved by the Court Reporter Supervisor.

Annual and sick leave are chargeable in one-hour increments. All annual leave requested must be accrued before it may be used. Planned sick leave (i.e., appointments, treatments, etc.) must be requested far enough in advance to permit the scheduling of an alternate court reporter/recorder.

Other provisions governing use of annual and sick leave are contained in the Clerk's Office Employee Manual.

## XXI.

### Transcript Backlogs

The Court Reporter Supervisor is authorized to take necessary steps to reduce or eliminate transcript backlogs or production delays. Such steps may include, but are not necessarily limited to the following:

1. Use of substitute or additional court reporters;
2. Reassignment or rotation of official court reporters/recorders;
3. Requiring official court reporters to hire substitutes at their own expense;
4. Institution of progressive discipline as may be provided for in the Clerk's Office Employee Manual.

## XXII.

### Miscellaneous Provisions

1. The work of all court reporters shall be "notereadable" so that the notes of a court reporter can be read by another reporter if necessary.

2. A copy of the court reporter's dictionary shall be filed with the Clerk of Court and updated every six months. At the Chief Judge's discretion, and with consultation with the court reporter's assigned judge, the court reporter's dictionary shall be used during an emergency when the court reporter is not available to produce a transcript in a reasonable amount of time.

3. The marking, filing and storing of all notes and tapes shall be in accordance with the note storage procedures outlined in this Plan. (See Appendix D.)

4. Discipline and/or sanctions of court reporters/recorders shall be pursuant to the provisions of this Plan, the Clerk's Office Employee Manual, and The Court Reporter's Manual (Volume VI, Guide to Judiciary Policies and Procedures).

5. Pursuant to 28 U.S.C. 753(b), the copy of the transcript in the office of the Clerk shall be open during office hours to inspection by any person without charge. Public electronic access to view or purchase transcripts shall be made available in compliance with Judicial Conference Policy.

6. Court reporters shall comply with the Transcript Redaction Procedures adopted by the Judicial Conference in March 2007.

## APPENDIX A

### Transcript Fee Rates

Transcript fee rates are as approved by the U.S. Judicial Conference and set by General Order. The rates are applicable to each page of transcript, excluding the certification page which must be at the end of each volume of transcript.

### Definition of Method of Transcription

Ordinary: Transcript to be delivered within 30 days.

Expedited: Transcript to be delivered within 7 days.

Fourteen (14) Day: Transcript to be delivered within 14 days.

Daily: Transcript to be delivered following adjournment and prior to normal opening hour of court on following morning whether or not it actually be a court day.

Hourly: Transcript (ordered under unusual circumstances) to be delivered within two hours.



## APPENDIX B

### Information Required to be Included on All Billings

1. Name of Client
2. Criminal or Civil Docket Number
3. Date Ordered
4. Date Delivered
5. In the Matter of \_\_\_\_\_
6. Number of Pages
7. Number of Copies
8. Type of Delivery Schedule
9. Discount
10. Refunds
11. Total Due
12. Certification of Court Reporter or Transcription Firm of Compliance with Fee and Transcript Format Prescribed by the Judicial Conference.

### Billing Procedure

**Private Parties (nongovernment, nonpauper cases):** Form AO-44, Invoice, is available (free of charge) from the Administrative Office of the U.S. Courts for use by court reporters. If personalized forms are used, they must contain above data.

**Indigent Criminal Cases:** Submit a completed CJA-24 form to the financial office of the District Court Clerk's Office.

**Indigent Civil Cases:** For civil forma pauperis transcripts, the court reporter shall submit a completed Standard Form 1034 to the financial office of the District Court Clerk's Office.

## APPENDIX C

### Computation of Transcript Delivery Dates

Transcript delivery dates are computed from:

1. The date on which satisfactory financial arrangements are made, except for transcripts to be paid for by the United States or free copies ordered by the court;
2. The date on which the appropriate Transcript Order or CJA-24 authorization is received by the court reporter/transcriber when the transcript is to be paid for by the United States;
3. The date on which the court order is provided to the court reporter/transcriber when a transcript has been ordered by a judicial officer.

## APPENDIX D

### Procedures for Storage of Court Reporters' Notes and Recordings

All shorthand notes and recordings are to be turned over to the Clerk of Court within 90 days after the conclusion of the proceeding. If a transcript is ordered in a case on which the notes have been submitted to the Clerk, the court reporter shall order the notes from storage and shall re-file the notes with the Clerk when the transcript is completed.

### Procedures for Storage of Shorthand Notes

1. All notes in paper format shall be filed chronologically and placed in FRC boxes which can be obtained from the Clerk's Office.
2. The outside of the box should be marked with a label indicating the court reporter's full name, the calendar year, and the month and date of notes contained therein.
3. If the notes for a particular month are too voluminous to be stored in one box, the court reporter shall use as many boxes as necessary and identify them in sequence; e.g., Box 08-1(a), Box 08-1(b), Box 08-1©), would all contain notes for January 2008.
4. Each packet of notes shall be certified, as follows:

#### CERTIFICATE

I hereby certify that the attached are the original shorthand notes of the proceedings herein reported by me on \_\_\_\_\_.

Dated: \_\_\_\_\_

Official Reporter, U.S.D.C.

Pad No. \_\_\_\_\_ of \_\_\_\_\_

5. In order to maintain the security of their shorthand notes, it is recommended that court reporters place their notes in containers on a daily basis and secure them at the end of the day within their offices.
6. Court reporters may also submit their notes in electronic format.

### Procedures for Storage of Original Recordings

In accordance with 28 USC 753(b), court reporters are required to file with the Clerk of Court either a transcript or an electronic sound recording of all arraignments, pleas, sentences, and other proceedings required by the court. Accordingly, all recordings of official proceedings are to be turned over to the Clerk of Court within ninety (90) days after conclusion of a proceedings. Each tape/CD-

ROM, or series of tapes/CD-ROMS, within the same storage box, must be accompanied by a  
“Certificate of Official Court Reporter.” (See Appendix D Enclosure 2.)

CERTIFICATE OF COURT REPORTER FOR ORIGINAL NOTES

In accordance with 28 USC 753(b), each court reporter shall stamp the following certification on each pad of shorthand notes:

CERTIFICATE

I hereby certify that the attached are the original shorthand notes of the proceedings herein reported by me on \_\_\_\_\_.

Dated: \_\_\_\_\_

Official Reporter, U.S.D.C.

Pad No. \_\_\_\_\_ of \_\_\_\_\_

A day of shorthand notes may include several pads of notes. Each pad shall be numbered in sequence, as "Pad A of D," "Pad B of D," the final letter designation constituting the last letter used for the day (e.g., if there are four pads of notes, "D" will be the last letter used.)

CERTIFICATE OF COURT REPORTER FOR ELECTRONIC RECORDINGS

TO: CLERK OF THE COURT  
UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA

I, \_\_\_\_\_, certify that I am duly appointed official court reporter for the United States District Court named above, and I was present in the courtroom of said court or employed a pro tempore reporter during the period \_\_\_\_\_ through \_\_\_\_\_, 20\_\_\_\_; and, in the regular course of my profession, made an electronic sound recording of the proceedings had in those cases indicated on the attached calendars for said court; or, in the alternative, I have supplied herewith a typewritten transcript of such proceedings.

I certify that these recordings are true and correct recordings of the proceedings had, that they are sufficiently intelligible when played on a \_\_\_\_\_ recorder, and that I have filed the original of said recordings in the envelope to which this certification is attached.

\_\_\_\_\_  
Official Court Reporter

San Diego, California

Date: \_\_\_\_\_

APPENDIX E

Certification of Court Reporter Upon Separation

Name: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Telephone: \_\_\_\_\_

The following certification is made to the Clerk of Court upon my separation;

1. That all of my stenographic/shorthand notes or tape recordings have been filed with the Clerk of Court;
2. That I am responsible for preparing any transcripts currently ordered but not yet filed and any transcripts ordered after my separation.
3. That I will immediately inform the Clerk of Court of any change in my address or telephone numbers in order to facilitate the preparation of transcripts.

\_\_\_\_\_  
Court Reporter

\_\_\_\_\_  
Court Reporter Supervisor

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_